



U.S. Citizenship and Immigration Services

6.1 Minors (Individuals under Age 18)

Figure 5: Completing Section 1 of Form I-9 for minors without List B documents

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) Adams	First Name (Given Name) John	Middle Initial A	Other Last Names Used (if any) N/A
Address (Street Number and Name) 123 2nd Street	Apt. Number 1	City or Town Braintree	State MA ZIP Code 20002
Date of Birth (mm/dd/yyyy) 10/30/2007	U.S. Social Security Number 123 - 45 - 6789	Employee's E-mail Address jadams@email.com	Employee's Telephone Number 202-111-2222

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☒ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See instructions)

☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
OR

2. Form I-94 Admission Number: _____
OR

3. Foreign Passport Number: _____
Country of Issuance: _____

QR Code - Section 1
Do Not Write in This Space

1 Signature of Employee **Individual Under Age 18** Today's Date (mm/dd/yyyy) **01/22/2017**

Preparer and/or Translator Certification (check one):
☐ I did not use a preparer or translator. ☒ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

2 Signature of Preparer or Translator **Martha Washington** Today's Date (mm/dd/yyyy) **01/22/2017**

Last Name (Family Name) Washington	First Name (Given Name) Martha
Address (Street Number and Name) 123 1st Street	City or Town Charles City State VA ZIP Code 20001

1 The minor's parent or legal guardian completes Section 1 and enters "Individual under age 18" in the signature block.

2 The parent or legal guardian completes the Preparer and/or Translator Certification block.

Figure 6: Completing Section 2 of Form I-9 for minors without List B documents

Section 2. Employer or Authorized Representative Review and Verification																																
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")																																
1	Employee Info from Section 1	Last Name (Family Name) Adams	First Name (Given Name) John	M.I. A Citizenship/Immigration Status 1																												
List A Identity and Employment Authorization		OR	List B Identity	AND List C Employment Authorization																												
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<p>Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.</p> <p>The employee's first day of employment (mm/dd/yyyy): 01/22/17 (See instructions for exemptions)</p>																																
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<table border="1"> <tr> <td>Signature of Employer or Authorized Representative Susan Anthony</td> <td>Today's Date(mm/dd/yyyy) 01/22/2017</td> <td colspan="3">Title of Employer or Authorized Representative HR Supervisor</td> </tr> <tr> <td>Last Name of Employer or Authorized Representative Anthony</td> <td>First Name of Employer or Authorized Representative Susan</td> <td colspan="3">Employer's Business or Organization Name Bald Eagle Flags Inc.</td> </tr> <tr> <td colspan="2">Employer's Business or Organization Address (Street Number and Name) 50 States Road</td> <td>City or Town Braintree</td> <td>State MA</td> <td>ZIP Code 20001</td> </tr> </table>					Signature of Employer or Authorized Representative Susan Anthony	Today's Date(mm/dd/yyyy) 01/22/2017	Title of Employer or Authorized Representative HR Supervisor			Last Name of Employer or Authorized Representative Anthony	First Name of Employer or Authorized Representative Susan	Employer's Business or Organization Name Bald Eagle Flags Inc.			Employer's Business or Organization Address (Street Number and Name) 50 States Road		City or Town Braintree	State MA	ZIP Code 20001													
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- 1 At the top of Section 2, enter the employee's last name, first name, and middle initial exactly as this information was entered in Section 1. Enter the number that correlates with the citizenship or immigration status box selected for the employee in Section 1.
- 2 Enter "Individual under age 18" under List B and enter the List C document the minor presents. Enter the document title, issuing authority, document number, and the expiration date from the original List C document.
- 3 Enter the date employment began.
- 4 The employer or authorized representative attests to physically examining the documents provided by completing the Last Name, First Name, their Employer's Business or Organization Name fields and signing and dating the signature and date fields.
- 5 Enter the business's street address, city or town, state and ZIP Code.

Last Reviewed/Updated 07/17/2017